



NEWTON POPPLEFORD & HARPFORD PARISH COUNCIL RECORDINGS POLICY

INTRODUCTION:

1. This policy will cover the recording of Parish Meetings by members of the community as well as the Council.
2. The term “recording” covers audio, visual or any kind of electronic recording.
3. The right to record, film and to broadcast meetings of the parish meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.
4. The Council is committed to being open and transparent in the way it conducts its decision making.
5. The Council fully appreciates that any recording of meetings will need to be stored securely and will be covered by Freedom of Information (Fol) and General Data Protection Regulation (GDPR) legislation.
6. All Council meetings will be recorded in either a visual, audible or electronic manner.
7. The physical minutes of the meeting, which are usually taken by the Clerk and voted on by the Full Council at the next Full Council meeting will remain the statutory and legally binding formal record of council decisions.
8. In any discrepancy between any recordings and written minutes, the Council will use the written minutes as the primary record.

COUNCIL RECORDING OBLIGATIONS AND DUTIES:

1. The Parish Council may photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.
2. Where a council proposes to record its own meetings it will be bound by this policy.
3. The Council will ensure that in all face-to-face meetings, there are clear signs to indicate that the meeting is being recorded.
4. The Chair will propose a motion when recording is not appropriate for either a full meeting or a section of a meeting. If this is agreed, this will be clearly noted in the minutes.
5. If any Council meeting is held digitally, the Chair will ensure that it is clearly expressed by them that the meeting is being recorded.
6. It is assumed that Councillors, Clerks and other Council Officers have given their permission to be recorded as part of their role.

7. Any members of the public or press who have attended any meeting (both face to face and digitally) will be warned by the Chair that by remaining at the meeting they have in effect given their expressed permission to be recorded. Any members of the public or press who do not want to be filmed should be given the chance to leave the meeting before recording commences.
8. The Council will ensure any notifications or signs detailing that recording will be taking place should be as clearly visible as possible.
9. For any digital recordings, the Chair will state that the meeting is being recorded in a clear manner and ask any participants if they have any questions.
10. The Clerk shall ensure that for any meetings that are recorded, the act of the recording is made clear in the minutes.
11. The Clerk shall ensure that any recording is held securely behind a password and the only people with access will be the Clerk and the Chair.
12. A request for access by any persons (other than the Clerk) should be made in writing to the Chair who will take the request to the next Full Council Meeting for discussion and a decision on whether or not to grant the request.
13. The Council will determine how long recordings should be kept, and this will be detailed in the Council's Retention of Records Policy. The policy will make specific reference to the GDPR and best practice guidance from the Information Commissioner's Office (ICO).
14. The Council will not alter, amend or in any way change the format or chronology of the recordings.

MEMBERS OF THE PUBLIC RECORDING MEETINGS

1. The Council recognises that the public have a right to record meetings. This includes both face to face and digital meetings.
2. The Chair will remind all members of the public in attendance at a face-to-face meeting, or who participate in a digital meeting, that the act of recording is with the permission of the Council. No recording of agenda point from which the public and press are excluded will be permitted.
3. The Chair will remind all members of the public and press that any recording of any meeting (either in full or part) will not be permitted to cause any disruption of any part of the meeting.
4. Any person wishing to record a meeting in any format whatsoever is encouraged to contact the Clerk prior to the start of the meeting. The Clerk's details are set out on the meeting agenda. Discussing requirements with the Clerk before the meeting will help to ensure that the Council provides reasonable facilities to meet the needs of the person recording.
5. Any person making the recording may move around. However, in doing so they must ensure that there is as little disruption to the meeting as possible.
6. Any person making a recording should be aware that the 'Public Forum' of the meeting is not necessarily considered part of the formal Council meeting. Therefore, any persons not Councillors or Officers of the Council will need to give their expressed permission to be recorded.
7. The filming of children or young people under the age of 18 who are present cannot take place without the written consent of their parents and guardians. This provision also applies to vulnerable adults whereby the consent of a responsible adult is required, such as a medical professional, carer or legal guardian. Where the required permission is given, filming of these people can take place.

8. The council requests that all recording is clearly visible to anyone present at the meeting.
9. The use of digital and social media recording tools for example Twitter/X, blogging or audio recording is allowed as long as this type of recording is carried out in a non-disruptive way and does not interfere with the ability of any person present to follow the debate.
10. A person or persons making a recording has no right to interrupt the formal part of the meeting by asking questions or making comment for the purpose of the recording.
11. The person recording has no right to ask Councillors, Officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
12. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their reasonable opinion, continuing to do so would prejudice the proceedings of the meeting, or if they feel that the person recording is in breach of the rules.
13. Persons who are recording are requested not to leave their equipment unattended where possible, and are responsible for their equipment at all times.
14. The recording of and reporting on meetings of the Parish Council are subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance. This will include the Human Rights Act, the Data Protection Act and the laws of libel and defamation.
15. The Council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values in a manner that ridicules or shows a lack of respect for those recorded.
16. The Parish Council will expect any recording in breach of these rules to be removed from public access. The Parish Council will have no liability for material published by any other person, unless it is itself undertaking the publication.
17. Where the recording device being used is larger than a smart phone, tablet or Compact camera the person recording is requested to contact the Clerk prior to the meeting so that reasonable arrangements can be made.
18. The use of lighting for filming or flash photography will usually be allowed provided that it does not adversely affect the ability of others present to view the meeting or affects the health of people attending the meeting. In such circumstances the Council may request that such lighting is not used or reduced to a level which does not adversely affect people or cause or any other form of disruption.
19. The Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public, or for any publication of that recording.